



**Public Records Request Cost Estimate Form**  
**Miami-Dade County Public Schools**

Date: November 26, 2019 Prepared by: Isis Athena Stewart/JLB  
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Project Description: PRR 1920-0806 - Miami-Dade Schools Police complaints and disciplinary records.  
(Juan C. Cecchinelli, 18 pgs.; Niurka M. Echezabal, 31 pgs.; Serena Y. Mike, 19 pgs.;  
Darlene F. Milian, 5 pgs.; Edward J. Paton, 16 pgs.; Alberto G. Perez, 56 pgs.;  
Richard J. Rastrelli, 8 pgs.; Stephen D. Rodgers, 9 pgs.; John A. Smith, 12 pgs.  
Steven F. Tarrago, 27 pgs., and Arnie D. Weatherspoon, 10 pgs.)

	<b>BASE HOURLY RATE</b>	X	<b>TIME</b>	<b>TOTAL</b>
<b>Administrator Time</b> (Review to ensure records are responsive and redact as necessary)	<u>59.46</u>		<u>2.00</u>	<u>\$ 118.92-</u>
<b>Clerical Time</b> (Locate, Review, Duplicate or Scan as necessary)	<u>22.72</u>		<u>3.00</u>	<u>\$ 68.16 -</u>
<b>For Information Technology Services (ITS) only:</b>				
<b>Network Analyst</b> (Troubleshooting, data recovery)				<u>\$ -</u>
<b>CPU time</b> (Total of test and production run times)	<b>SECONDS (S)</b>		<b>COST/SECOND</b>	<u>\$ -</u>
<b>Miscellaneous/Special Costs</b>				<u>\$ -</u>
<b>Materials:</b>				
Paper @ \$16.50/box		#of boxes:		<u>\$ -</u>
Copies @ \$0.15/each		#of copies:	<u>211</u>	<u>\$ 31.65 -</u>
Double-sided Copies @ \$0.20/each		#of copies:		<u>\$ -</u>
Labels #763 4x1 7/8 @ \$3.41/1000 labels		#of labels:		<u>\$ -</u>
Compact Disk @ \$1.00		#of disks:		<u>\$ -</u>
<b>TOTAL COST OF PRODUCTION</b>				<u>\$ 218.73 -</u>

**Instructions:**

1. Pursuant to School Board Policy, M-DCPS will charge a fee for copies and for extensive use of staff time. Please complete the cost estimate form if it will take more than 15 minutes to gather, copy and redact the records. Please enter time in excess of 15 minutes.

2. Estimate the amount of staff time needed to gather the required documents.

3. Use the hourly rate of the lowest salaried employee qualified to perform the tasks.

4. Calculate the duplication/material fees (copies), as applicable.

5. Upload the completed cost estimate form to the PRR system.

Note: The Citizen Information Center will collect the required fees, and notify you when to begin work. **Do not commence work until notified by the staff of the (CIC) that payment has been received.**